




CLEANING EFFECTIVELY




Effective cleaning is essential to get rid of harmful bacteria and stop them spreading. Cleaning is also important to discourage pest activity.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
<p>Cleaning and disinfection needs to be carried out in two stages:</p> <p>1. Clean: Use hot soapy water or a cleaning product to remove visible dirt/debris from surfaces and wipe off or rinse.</p> <p>2. Disinfect: Apply a disinfectant or sanitiser all over the surfaces/equipment and leave on for the required contact time before wiping or rinsing off.</p>	<p>Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.</p> <p>This is important to make sure chemicals work effectively.</p>	<p>Do you clean and disinfect using two stages?</p> <p>Yes No</p> <p>Have your staff been trained in how to complete the two stage clean?</p> <p>Yes No</p>
<p>Manufacturer's instructions/BS EN standards:</p> <p>When using disinfectants or sanitisers, follow the manufacturer's instructions on the label so you dilute the product correctly and leave it on the surface/equipment for the correct length of time to reduce bacteria to safe levels. These products should meet standards BS EN 1276 or BS EN 13697.</p>	<p>The instructions will tell you how to dilute and apply sanitisers / disinfectants correctly.</p> <p>This is important to make sure sanitisers / disinfectants work effectively.</p>	<p>Where do you keep information to confirm your disinfectants or sanitisers meet BS EN 1276 or BS EN 13697 standards?</p>
<p>Try to keep your shop clean and tidy all the time, e.g. mop up spills as soon as they happen and do not allow rubbish to accumulate.</p> <p>Clean and disinfect the floors, counters and storage areas, etc, regularly.</p>	<p>If you do this, it is quicker and easier to keep your shop clean and prevent dirt and bacteria building up. Removing food fallen on the floor helps deter pests, e.g. mice and cockroaches.</p>	
<p>Clean and disinfect fridges regularly. Ideally, transfer food to another fridge or a suitably cold and clean area while you are doing this.</p>	<p>If food is left out at room temperature bacteria could grow.</p>	
<p>If you sell unwrapped food or prepare and wrap foods yourself</p> <p>Regularly clean and disinfect all the items people touch frequently, e.g. counters, taps, door handles, utensils, can openers, cash registers, telephones, scales and switches.</p> <p>Where possible, allow these to dry naturally.</p>	<p>It is important to keep these and other surfaces people touch regularly clean to prevent dirt and bacteria being spread to people's hands, and then from their hands to food or other areas.</p> <p>Drying naturally helps prevent bacteria being spread back to these items.</p>	
<p>Use disposable cloths wherever possible and throw them away after each task.</p> <p>If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty).</p> <p>Ideally, wash cloths in a washing machine on a very hot cycle, e.g. 90°C.</p> <p>If you wash and disinfect cloths by hand, remove all food and dirt by washing in hot soapy water before you disinfect them, using boiling water or a suitable disinfectant, following the manufacturer's instructions (bleach is not a suitable disinfectant).</p>	<p>This will make sure that any bacteria and allergens picked up by the cloth will not be spread to other areas.</p> <p>Using dirty cloths can spread bacteria and allergens very easily.</p> <p>A hot wash cycle will clean cloths thoroughly and kill bacteria (disinfect) If food or dirt is still on the cloths, this will prevent the disinfection process from being effective, so harmful bacteria might not be killed.</p>	<p>Do you use disposable cloths?</p> <p>Yes No</p> <p>If no, how do you clean your cloths?</p>



OTHER CLEANING

SAFETY POINT	WHY?
<p>Clean, disinfect and dry all equipment thoroughly: Ideally use a dishwasher. Do not overload the dishwasher and make sure it is maintained and serviced regularly.</p> <p>If you do not have a dishwasher, wash plates, equipment, etc, in hot soapy water using bactericidal detergent. Remove grease and any food and dirt, then immerse in very hot, clean water. Leave to air dry, or dry with a clean disposable cloth.</p>	<p>Dishwashers wash items thoroughly at high water temperatures and by strong agitation of water so this is a good way to clean equipment, kill bacteria (disinfect) and remove allergens. If you overload the dishwasher, it may not clean and disinfect effectively.</p> <p>Cleaning and disinfecting is important to prevent bacteria spreading from raw to ready-to-eat food.</p> 

THINK TWICE!

Effective cleaning needs to be carried out in two stages. Disinfectants will only work on clean surfaces. Always use a cleaning product to remove visible dirt and grease before disinfecting. Always check the manufacturer's instructions for the correct dilution and contact time for disinfectants or sanitisers.

When you are cleaning, remember to move unwrapped food out of the way, or cover it, and put on protective clothing. This is to prevent dirt, bacteria or cleaning chemicals from getting onto food.

MANAGE IT	WHY?	HOW DO YOU DO THIS?
<p>Fill out the cleaning schedule in the diary to show how you manage cleaning in your business.</p>	<p>This is to make sure that staff know what to clean, when and how.</p>	<p>Have you completed the cleaning schedule from the diary?</p> <p>Yes No</p> <p>If no, are you using another cleaning schedule?</p> <p>Yes No</p>
<p>Make sure you always have a good supply of cleaning chemicals, materials and equipment. It can be helpful to put a reminder in your diary of when you should buy more.</p>	<p>Staff are less likely to clean properly if the right cleaning chemicals, materials and equipment are not available.</p>	<p>Do you make sure you have a good supply of cleaning products?</p> <p>Yes No</p>

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> If you find areas in your shop that are not clean, clean them as soon as possible. <p>If you sell unwrapped foods:</p> <ul style="list-style-type: none"> If you notice a dirty cloth in areas where unwrapped food is handled, remove it for washing immediately or throw it away. If work surfaces, equipment etc. or other items that may touch unwrapped food are not properly clean, or have been touched by a dirty cloth, wash and disinfect them and allow them to dry naturally. If unwrapped food has been touched by work surfaces, equipment, cloths etc. that are not properly clean, throw the food away. 	<ul style="list-style-type: none"> Review your cleaning procedures, including how you clean and how often. Make sure your cleaning chemicals, materials and equipment are suitable for the tasks you use them for and are being used correctly. Consider using disposable cloths if you are not using them already. Improve staff training in cleaning methods. Improve staff supervision.

Write down what went wrong and what you did about it in your diary.

